



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

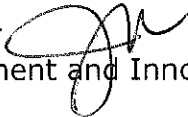
RICK SNYDER  
GOVERNOR

MICHAEL P. FLANAGAN  
STATE SUPERINTENDENT

September 18, 2013

**MEMORANDUM**

TO: Intermediate School District Superintendents with 2012-2013  
Title I Regional Assistance (RAG) Grants

FROM: Joann E. Neuroth, Supervisor   
Office of Education Improvement and Innovation

SUBJECT: Michigan Department of Education Monitoring of 2012-2013  
Title I Regional Assistance (RAG) Grants

Later this year the MDE will continue its monitoring of the Title I Regional Assistance Grants (RAG) for the 2012-2013 project year, which ends September 30, 2013, following submission of the projects' Final Expenditure Reports (FERs) due November 29, 2013. Not all grant projects will be monitored via the on-site monitoring process, however, the Michigan Department of Education (MDE) seeks to make all subgrantees aware of the monitoring requirements to assist in their preparation for desk monitoring and scheduled on-site monitoring visit of selected recipients.

ISDs with projects selected for the on-site monitoring must upload documents for desk review using the MDE Grants Electronic Management System (GEMS). Additional information will be provided to ISD RAG award recipients later in the fall about the use of GEMS and how to upload of documents for the desk review.

ISDs selected for on-site monitoring of the RAG award will be visited by a one or two person team from the MDE's Office of Education Improvement and Innovation for a period of three to eight hours to conduct the monitoring at the ISD offices. Required and requested supporting documentation should be uploaded in GEMS and original documents should be available for the on-site review during the monitoring visit. Specifics about the documents for upload in GEMS and on-site review are detailed in the attached, *Program and Financial Documents & Artifacts for Review*. Also provided for guidance is the document, *MDE Indicators Of Fiscal Compliance For On-Site Monitoring And Review*.

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608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909  
www.michigan.gov/mde • (517) 373-3324

Though not all projects may be selected for on-site monitoring this year, some may be selected for monitoring in multiple years. If the ISD is selected for on-site review and monitoring, the MDE staff will work with the ISD program staff responsible for grant implementation to arrange a mutually agreeable date and time to complete the on-site monitoring visit. Both program and financial staff should be present from the ISD to provide explanation and discuss the procedures and documentation of the ISD. The preliminary organization of documents for the review should help the ISD to prepare for upload of documents in GEMS later in the year and the on-site monitoring visit when scheduled. Questions regarding this communication may be addressed to Greg Olszta at 517-241-4715, or [olsztag@michigan.gov](mailto:olsztag@michigan.gov).

Attachments